

California Coastal Commission

JOB OPPORTUNITY

Release: May 23, 2000

We're looking for a great Legal Assistant.

One Permanent Full-Time Position in San Francisco

About us. The Coastal Commission is a small state agency that has regulatory and planning authority over development of the California coast. The Commission's headquarters office is located in San Francisco's Financial District and it has district offices in San Diego, Long Beach, Ventura, Santa Cruz and Eureka. The Commission's staff includes dedicated planners, attorneys and administrative staff.

About the Job. We anticipate that the FY 2000-2001 budget will include a new full-time Legal Assistant position.

The legal assistant will work under the supervision of the Chief Counsel and Deputy Chief Counsel on issues related to permit implementation. The person will work with a full-time legal analyst. Assignments will include gathering factual information, performing routine legal research and drafting and reviewing legal documents related to permit condition compliance, public access dedications, and transfers of development credits. The legal assistant will communicate in writing and by telephone with applicants, agents and attorneys to assist them in complying with permit

conditions that require recordation of legal documents. The full time monthly salary range is between \$2897-\$3522, depending on qualifications and experience.

Who We Want. We're looking for a legal assistant with excellent writing, research and analytical skills, who exercises sound judgment and enjoys working both independently and as part of a team. A legal assistant with experience and/or education in a variety of paralegal duties and readiness to learn the analytical skills required by the position may be particularly competitive in the hiring process.

Application Process. Legal Assistants already employed by the State or current state employees on a legal assistant eligibility list should submit a resume and an application (Form 678) to the CA Coastal Commission, Personnel Office, 45 Fremont Street, Suite 1900, San Francisco, CA 94105. SROA candidates will be considered. No relocation expenses are available. Resumes and applications received by June 5, 2000 will receive the fullest consideration. Oral interviews will be scheduled in June 2000.



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(415) 904-5430 (Personnel)
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CALIFORNIA STATE GOVERNMENT - AN AFFIRMATIVE ACTION EMPLOYER. EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.